

**Membership Dues
Reimbursement Application**
(Form ER75-A, Revised 05/2005)

Training & Development Services
Department of Employee Relations
Room 706, City Hall
Phone: 414.286.3650
Fax: 414.286.0800
Email: jkamme@milwaukee.gov

DO NOT use a pencil to complete the application.

Section 1 - Applicant Information		
NAME:		(WORK) Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Home Mailing Address:		Zip Code: 532
Dept./Division:		Employee I.D. No. (PeopleSoft 6-digit):
Email Address:	<input type="checkbox"/> Email the Approval Determination Letter to my City (work) email address. <input type="checkbox"/> Email the Approval Determination Letter to my personal email address provided below:	

Section 2 - Membership Dues Information (Not all bargaining units are eligible.)			
NAME OF ORGANIZATION(S) <i>(Please spell out the entire name of the organization.)</i>	ENROLLMENT PERIOD		DUES COST
	Start Date (mo/day/yr)	End Date (mo/day/yr)	
1)			\$
2)			\$
3)			\$
TOTAL:			\$

Section 3 - Membership Dues Reimbursement Justification:
Describe how membership in the organization(s) is directly related to your current position:

Section 4 - Applicant Signature		
Please sign and forward the application directly to Training & Development Services.		
➤ I have read the instructions and administrative guidelines and I agree to abide by them. ➤ I understand the Department of Employee Relations must approve this application.		
Please Sign Here →		Date:

This section is for Employee Relations' use only. Please <u>do not</u> write in the section below.		
_____	Approved	1)
_____	Not Approved	2)
Previous Reimbursement: \$		3)
Pay Date:		TOTAL: \$
Pay Code: 906	COMMENTS:	

ADMINISTRATIVE GUIDELINES for: Membership Dues Reimbursement

- **Approval Determinations for Membership Dues:** If you want to know in advance if a membership will be approved for reimbursement, please call 286-3650 or 286-3387. Not all bargaining units are eligible for membership dues. Organizations **MUST** be nonprofit, nonsectarian and established for the expressed purpose of providing information, resources and programming that benefit its members in their professional specialties. Membership dues are applied to the year in which the enrollment period begins. Membership dues reimbursement **DOES NOT** include union dues.
- **Membership Dues Benefits Do Not Cover:** union dues, licenses, certifications, examinations, administrative fees, magazine/journal/periodical subscriptions.
- **A valid receipt** is required for membership dues reimbursement requests.
- **Unacceptable receipts include** invoices or registration forms requesting payment, receipts that show payment was made by another person, or receipts that are not legible.
- **Definition of an Acceptable Receipt:** Receipts **MUST** show that payment was made, as well as the amount paid. Examples of acceptable receipts include: cash register receipt, canceled check (copy of both sides required), money orders, credit card statements, or official receipts provided by the school or organization. Bank statements are only acceptable when accompanied by a copy of the front of the check or check carbon.
- **Taxes:** ALL courses, seminars and conferences, and membership dues are nontaxable. The reimbursement is added to your gross total, but not to taxable earnings and NO withholdings will be taken.

MEMBERSHIP DUES REIMBURSEMENT INSTRUCTIONS:

1. You may apply for up to three membership reimbursements on each application. *Please use a second application if listing more than three memberships.*
2. Complete Sections 1, 2, 3 and 4.
3. Print and sign the application.
4. Attach a copy of the required receipt(s).
5. Sign the application (Section 4).
6. Mail or fax (286-0800) the completed application **and** required receipt(s) directly to Training & Development Services, Room 706, City Hall.

The applications are reviewed and processed in the order in which they are received. You will receive the reimbursement within 8 weeks from the date Training & Development Services received your completed application. You will receive an Approval Determination Letter prior to the 8 weeks. The reimbursement is added to your regular payroll check and is non-taxable (the approval determination letter will have the check date on it).

If you have any questions on the instructions or guidelines, please call 286-3650 or 286-3387.